

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Pubs and clubs (including small bars, cellar doors, breweries, distilleries, casinos and karaoke bars)

Business details

Business name	Paddington-Woollahra RSL
Business location (town, suburb or postcode)	Paddington Sydney 2021
Completed by	Ross Lamb
Email address	rossl@paddorsl.com.au
Effective date	26 February 2021
Date completed	2 March 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Foyer staffed day and night. Staff instructed to request patrons to digitally sign in with scanner and phone. members can scan in with E/Bet membership on the E/Bet kiosk. Older demographic of patrons that do not all have the Service NSW App. , or a mobile phone are asked details and logged with Ipad.Digital thermometer on hand at reception and staff updated and rotated. All staff are requested to call in sick if any signs of sickness/cold etc

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning. Train staff in the process of how to collect and store contact details of patrons.

'COVID-19 awareness for food service' is a free, voluntary online course which covers all measures required to become a COVID Safe retail and food service business in NSW. It is available through the NSW Food Authority website [foodauthority.nsw.gov.au/covid-training](https://www.foodauthority.nsw.gov.au/covid-training)

Ongoing liaising with staff, and their health. All staff are told not to come to work if showing signs of ill health. Records are kept, electronically, scanner/phone and hard copy. All hard copies are digitally stored.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Permanent and Perm. Part Time staff have been briefed on their entitlements. all staff have been advised on testing and staying away from the Club if they have any symptoms.

Display conditions of entry (website, social media, venue entry).

All conditions of entry have been put on our website, social media and posters/signage within the Club, particularly in the foyer.

If there are more than 250 people on the premises, a staff member must be assigned as a COVID-19 Safe Hygiene Marshal who will be in distinctive clothing (such as a shirt or badge) and responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to including overseeing social distancing, cleaning and ensuring the accuracy of record keeping.

In Greater Sydney, if the premises has more than one separate area, a staff member must be assigned as a COVID-19 Safe Hygiene Marshal in each separate area on the premises if there are more than 250 persons in the area. Outside of Greater Sydney, consider assigning a COVID-19 Safe Hygiene Marshal to each separate area if there are more than 250 persons in the area.

The identified Safe Hygiene Marshal must always be present when there are more than 250 patrons at the venue. If there are less than 250 patrons at the venue, consider ensuring identified Safe Hygiene Marshal/s are present during peak operational hours

(during lunch 12pm to 3pm and dinner 5pm to 9pm, or other peak periods) where practical.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order 2021.

All customer areas within the Club are shown on an official architect plans with scale and accurate grid measuring for patron numbers. The Club can currently hold up 330 people, if a function is held in the Auditorium. Otherwise, the main bar area is a capacity of 180 people.

A staff member is assigned for both each day and evening shifts to undertake the position of Covid Marshall.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

All function rooms or individual meeting groups supply contact lists of patrons and a separate Covid-19 plan. The Club lease out rooms to a charity which supplies the above information. All people entering are recorded on the Service NSW facility.

Not Applicable. Club does not have a gym.

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.

Any bookings for weddings or funerals are undertaken with the proviso the persons booking the room supply a Covid-19 safety plan before a full confirmation is given by the Club.

We also include function rooms in our overall Covid safety plan.

Physical

Physical distancing

Capacity must not exceed one customer per 2 square metres of publicly accessible

space. There can be up to 25 customers at the premises before the square metre rule applies. Children count towards the capacity limit.

All customer areas within the Club are shown on official Club architecture plans with scale and accurate grid measuring for patron numbers. Current capacity in all areas is 550 people.

The general main bar area is 250 people, extra numbers only occur with a function in the Auditorium.

The auditorium has a capacity of 300 patrons.

In indoor areas, alcohol should only be consumed by seated patrons. There should be no dancefloors, including in nightclubs.

Downstairs temporary dance floor removed, and will remain so.

Auditorium dance floor not in use, tables setup on dance area.

Any show is preceded by the performer telling patrons of no dancing. We will look at this aspect in the future if the demand for dancing increases, both downstairs and in the Auditorium. Patrons told to sit down at all times practical to consume drinks and food.

Reduce contact or mingling between customer groups and tables wherever possible.

Tables all spaced out with floor markings near bar areas and prominent signage.

In regard to the new, increased limit of groups of 30, we still set the group up using tables of 10. We will remain using the floor setting of tables of ten. This makes it easier to monitor and clean. All tables, with room for chairs to be pulled out are still over 1.5 metres apart.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as bars, toilets and entrance and exit points**
- **between people using gaming machines and gaming tables**
- **between seated groups**
- **between staff.**

Done. Floor markings with white tape and bollards are placed in front of the bar areas. White tape is also marked in the area to the bistro.

Notices are prominent on our in house advertising TVs.

Tables are separated by more than 1.50 metres to allow stools and chairs to be pulled out.

Reduce crowding and promote physical distancing with markers on the floor where

people are asked to queue, such as at the bar.

Floor markings are prevalent both at the downstairs bar, bistro and in the foyer/bar in the function area (Auditorium).

Where possible, ensure staff maintain 1.5 metres physical distancing (including at meal breaks and in office or meeting rooms) and assign workers to specific workstations. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask, if practical.

Minimal staff are used at all times except for functions in the main auditorium.

Start times and breaks are staggered.

Door staff are assigned in the entrance foyer, day and night.

All staff wear masks, with spares supplied.

Where reasonably practical, stagger start times and breaks for staff members.

Staff take breaks individually, no two staff are on breaks at the same time. The club only has one main bar and dining area. The upstairs bar is only open on limited occasions for functions.

Consider physical barriers such as plexiglass around counters with high volume interactions with customers.

Bar staff distance from behind the bar to patrons is currently deemed adequate at over 1.5m.

Masks are available for staff to wear.

Bollards are also placed in front of bar with floor markings, to ensure adequate distance between patrons and an orderly queue system.

Review regular deliveries and request contactless delivery / invoicing where practical.

Done, as much as viable/possible. Invoicing is predominantly electronic, but deliveries cannot be avoided. Staff stand clear of delivery staff, unless helping with heavier items. Most invoicing is now done by emails.

Introduce strategies to manage gatherings that may occur outside the premises and in any designated smoking areas.

Staff and security aware of perimeters and CCTV in operation.

Covid Marshall and door staff advise patrons outside to stand at required social distance levels.

Smoking area has a sign advising only capacity of 8 people at any one time.

Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers as much as possible and encourage passengers to wear masks whilst in the vehicle.

Not Applicable. No courtesy vehicles used by the Club.

No more than 30 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, audience members should not participate in singing or chanting.

We do not have any outdoor areas deemed suitable for music or singing groups to perform.

Live music artists/bands usually consist of five people or less.

The stage/artists are well away from the public audience.

The artists advise the patrons of no dancing and to not gather in groups.

If any bookings were done for musical/singing groups or choirs, we would ensure it is less than thirty (30) people.

Hygiene

Hygiene and cleaning

Adopt good hand hygiene practices.

In action. Information posters and multiple sanitisers prevalent throughout Club.

Staff area near bar has sink with hot water and soap.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

In action, and checked by staff on a regular basis.

All soap dispensers checked, and refilled if necessary, on a daily basis.

Reduce the number of surfaces touched by customers wherever possible.

Excess furniture removed.

Regular cleaning of all surfaces carried out. Drink coasters only supplied on request, then discarded. Cleaning staff wear gloves

No self-serve buffet style food service areas, communal bar snacks, or communal condiments. If condiments are on individual tables, such as salt and pepper shakers, these should be cleaned between each customer.

Done. No bar snacks, condiments only provided on request.

No buffet style meals are available.

All salt/pepper shakers and sauces kept at bistro, made available on request

Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.

This is done by our catering staff. All utensils are cleaned by a commercial dishwasher.

All cutlery is supplied with meal, nor cutlery self serving areas are available

Menus should be laminated (clean between use), displayed or be single use. Place takeaway menus outside the venue where possible.

Done. Laminated menus are kept by the bistro staff, handed out on request, then cleaned on return. Prominent, permanent menus are displayed in the bistro area, and front foyer. Disposable paper menus are also available.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day. Clean tables, chairs and any table settings between each customer. If using a paper sign in system, ensure the pen is wiped down with a disinfectant solution or wipe between use.

Done, cleaning timetable at the bar area. All furniture wiped down regularly.

Disposable hand towels are used for table cleaning.

Self serve sanitizer bottles placed at various areas within the Club.

Maintain disinfectant solutions at an appropriate strength and use in accordance with

the manufacturers' instructions.

Done. Supplies regularly replenished, and used extensively.

Staff are to wash hands thoroughly with soap and water before and after cleaning.

Self serve sanitizer bottles placed at various areas within the Club.

Staff are to wash hands thoroughly with soap and water before and after cleaning.

Done. Adequate supplies of gloves are available, with sanitiser. There is a sink with soap and hot/cold water situated right near the bar, which is readily available to the staff.

Encourage contactless payment options.

Done. Signage is at the bar with electronic, payment machines clearly visible on the bar.

Current bar payment method is 60-70% of takings, as opposed to cash.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Air conditioning system running every day.

Front doors are often kept open to increase circulation of fresh air, weather permitting.

Air fresheners spray intermittently within the Club.

Record keeping

Keep a record of the name, contact number and entry time for all staff, dine-in customers and contractors for a period of at least 28 days using the NSW Government QR code system. Processes must be in place to ensure that customers provide the required contact information, such as by checking customer phones for the green tick to confirm they have checked in. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

All patrons are encouraged to utilise the Services NSW Covid App.

Those that do not have a phone or a phone capable of loading the app, are recorded by staff on a Club tablet.

The tablet is linked onto the Service NSW Covid website so all names are immediately sent via the tablet.

If there is an NBN outage, or the internet system fails, patrons are recorded, on paper, by staff, and then entered on tablet when the internet system resumes.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au

All records are retained and kept in a private/secure manner.

Once written details are entered in the Service NSW Covid site, on the tablet, paper records are securely destroyed.

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

Staff advised re the Covid App.

Front desk Staff advise all patrons to download Service NSW app.

All staff have the app on their phone.

All venues must register their business through nsw.gov.au.

Paddington RSL is a registered Covid-19 Safe Venue.

Each new Covid-19 plan has been printed and retained electronically as a hard copy in our Covid-19 Compliance folder, which is kept at reception.

All managers are emailed a copy of the plan so they have electronic access if required

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

Yes.

All steps have been taken to ensure we have all Covid Apps/Service NSW apps on our systems.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

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Yes